POOL

ADEA Statistics

Discrimination complaint statistics indicate that age discrimination is a matter of substantial concern to Federal employees and applicants. Fiscal Year 1975 was the first full year of Federal service coverage by the ADEA and implementing Civil Service Commission discrimination complaint regulations.

The Age Discrimination in Employment Act (ADEA) program involves a relatively new regulatory area in the Federal employment sector. Statistics for FY 1975 show that: of all persons receiving informal equal employment opportunity counseling, 5.6 percent were concerned with age-related matters; age discrimination was the subject of 3.4 percent of situations involving post-counseling corrective action; and, 10.4 percent of all formal discrimination complaints filed were age discrimination complaints.

The Civil Service commission, which has overall ADEA administrative and enforcement responsibility in the Federal employment sector, is developing age-related Federal workforce statistics from the Central Personnel Data File (CPDF) to which all agencies provide data.

The age group specifically protected by the ADEA is defined as persons age 40 to less than 65. This age group is well represented in the Federal workforce. Almost 59 percent of all Federal employees fall within this protected age group, whereas in the US labor force only 40.3 percent of the population are 40 to 64 years of age.

EEO
Spotlight

Published bimonthly
by the United States Civil Service Commission
in the interest of equal employment opportunity

Volume 8 Number 3 March-April 1976

Herrmann Named FWP Deputy

Diane Herrman recently assumed the duties as Assistant Director of the Federal Women's Program at the US Civil Service Commission. Prior to her appointment, she was employed by the Internal Revenue Service where she served as the IRS Federal Women's Program Coordinator.

Herrmann began her Federal career with the Civil Service Commission as an investigator in Washington, DC in 1966. In 1968 she joined the IRS as a personnel management specialist with the IRS Data Center, Detroit. While working in the IRS Los Angeles District, she was appointed as a member of the District's EEO Task Force for Women.

Hermann

She is a member of the National Organization for Women and the American Society of Public Administration.

SSP Award Developed

Three years ago the US Civil Service Commission instructed agencies to name Spanish Speaking Program Coordinators as a means of reaching the goals of the program. Over 100 full-time and 1000 part-time coordinators are now working actively.

To recognize those individuals who have contributed significantly to the program, the Spanish Speaking Program Office worked closely with CSC's Office of Incentive Awards and a task force from the Washington Council of Coordinators to develop award guidelines for use by local Federal Executive Board Spanish Speaking Program Councils or subcommittees.

Local SSP Councils will be the focal point for the award because the award's emphasis is on peer recognition. General guidelines have been sent to field council heads, allowing each council sufficient flexibility to develop its own standards for selecting recipients while maintaining consistency.

The SSP Award itself will consist of a marble paperweight with the SSP logo and the inscription, "Honor a Quien Honor Merece" (Honor to Him/Her Who Merits Honor). Local councils may grant as many as four awards annually.

Upward Mobili

In Panama City, Florida

Upward mobility at the Naval Coastal Systems Laboratory (NCSL) in Panama City, Florida is working. One reason that it is working well is the strong support of the program by the Commanding Officer, Captain Robert T. Quinn. Another major reason is good planning for the identification of positions covered by the upward mobility program. At NCSL, at least one upward mobility position has been designated in each department and office.

The NCSL Upward Mobility Program was established some two years ago and has provided opportunities to 14 NCSL employees. Total civilian employment at the Lab is 645 employees. Four of the 14 employees have completed training and are performing in target positions. The others are steadily progressing toward their goals.

All vacant or newly established positions at the GS-2 through GS-9 and WG-2 through WG-8 levels are reviewed jointly by the Position Management Staff, the Deputy EEO Officer, and the individual department or office head for feasibility of filling under the upward mobility program. These positions are then advertised, limiting the area of consideration to NCSL employees.

Interested employees submit an application for each position for which they wish to be considered. They may also submit supplementary information outlining outside self-development, civic, social or business activities which may be indicators of the employee's potential.

Selection is based on demonstrated potential. As part of the selection process, an evaluation panel reviews and rates applicants. The panel is comprised of the deputy equal employment opportunity officer, the supervisor of the position to be filled, and a personnel specialist. The panel then ranks the candidates as "highly qualified" or "qualified" within each grade level, GS-2 through GS-9 or WG-2 through WG-8. Applicants are considered only for the specific position for which they have filed. The selecting official receives a list of eligibles to be interviewed and then the decision is made.

Clark

Within 30 days after the employee enters the training position, an individual training plan is jointly developed by the supervisor, the employee development specialist, and the employee. The training plan is designed to assure that the trainee gains the necessary knowledge and skills for the career field at the level of the target position and takes into consideration the trainee's individual aptitudes, interests, and background. The plan includes formal and informal instruction. On-the-job training includes rotational assignments; however, 60 percent of the on-the-job training time is spent in the target area or in functions closely related.

The trainee's progress is initially evaluated by the supervisor, between 30 and 45 days after development of the training plan. Progress reports are subsequently prepared at 30-day intervals during the first six months the plan is in effect, and at 90-day intervals thereafter while the employee is in the training position. A final supervisory evaluation of the overall achievement and performance of the employee is made upon completion of the training program. Participants also submit written evaluations, on the same schedule as the supervisory evaluations.

An Upward Mobility Program Committee, appointed by the Commanding Officer, meets annually in November to evaluate the program and ensure that the objectives are being achieved with a minimum of administrative red tape, and for the greatest benefit to all personnel and to the Lab.

One example of a successful participant at the Lab is Kitty Clark. An employee of NCSL for 14 years, Clark was named the International Secretary of the Year for 1974 by the National Secretaries Association (International). She wanted to pursue a different line of work, and applied for the NCSL Upward Mobility Program and was selected. Clark now has completed training, and is a public information specialist and an assistant to the editor of the NCSL NEWSLETTER.

For more information on this program, write NCSL, DEEO, Panama City, Florida 32401.

FED FACTS 10

A revised Civil Service Commission pamphlet, "FED FACTS 10, on How the Discrimination Complaints System Works" will soon be available. The pamphlet informs Federal employees about the operation of the discrimination complaints system and is particularly suitable for distribution to new employees. It now contains information on age discrimination complaints. It will be available in July through the Superintendent of Documents, Government Printing Office, Washington, DC 20402, Cat. No. CS1.59:10 (December 1975 edition).

y is Working . . .

In Albuquerque, N.M.

Thanks largely to good planning, upward mobility is a reality at the Albuquerque Operations Office of the Energy Research and Development Administration (ERDA). To date 45 upward mobility positions have been established and filled from a current office manpower of 1320.

The success of the program owes much to the direction and backing given by the Albuquerque Manager, Herman E. Roser and Zane O. Hopper, Director of the Organization and Personnel Division. At their direction, an in-service course on Upward Mobility was developed and presented to 236 supervisors, personnel officers, and EEO counselors. The course, designed by Julian J. Romero, Assistant to the Manager for EEO and Jerry Zimmerman, EEO Specialist, outlines the problems of lower-graded Federal employees; points up the need for progress and the benefits to be derived from a good upward mobility program; explains related EEO law and executive order; and covers the basic components of an upward mobility program and the ERDA merit selection system. Also covered are career counseling by supervisors, training for higher level skills, overall program administration, and program evaluation.

The merit selection process at ERDA involves open posting of all upward mobility positions, and competitive selection involving a panel interview. The panel is usually comprised of a personnel officer, the selecting official, and an EEO representative. The panel also considers the employees' previous supervisors' appraisals, prior training, and motivation in determining the potential which the employee should have for an upward mobility position.

A memorandum of understanding used for each selection, outlines the agreed upon requirements of the position and the obligations of the employee and the supervisor. Supporting each memorandum of understanding is an Individual Training Plan developed for the participant, outlining training to be received either on or off the job.

Career counseling is an ongoing service to participants, provided by the immediate supervisor and personnel officer. Career counseling information can also be obtained from the Federal Women's Program Coordinator and the EEO staff.

Of the 45 participants, 40 are women and 5 are men. Seventeen are members of minority groups, including 2 American Indians, 12 Spanish Surnamed Americans, and 3 Blacks. To date, 16 lower level employees have completed training and have progressed to the target grade of their positions. Five of the 16 employees who have reached their target grades have progressed even further on their own in regular open competition.

Target jobs in the ERDA Albuquerque Office upward mobility program include: accounting maintenance clerk, financial management assistant, security assistant, general mechanics helper, budget analyst, ADP systems librarian, reports analyst, accounting technician, personnel assistant, administrative aide, and others.

After the program was announced to all employees, a comprehensive booklet, "The Employee Guide to Upward Mobility" was distributed. The Guide includes sections defining upward mobility, how upward mobility positions are established, types of upward mobility positions, listings of established upward mobility positions, how employees compete for upward mobility positions, and self analysis worksheets.

Pictured are nine Albuquerque Operations Office Upward Mobility Participants: seated, l to r, Brenda Carrasco, Eva J. Zappia, Wilmeta Mason, Gloria Reid. Standing, l to r, Carol Cyphert, Marilyn Walker, Lela Vaughan, and John Apodaca.

EEO Spotlight
Editor: Ed Shell

The Chairman of the U.S. Civil Service Commission has determined that the publication of this periodical is necessary in the transaction of public business required by law of the agency. Use of funds for printing of this periodical has been approved by the Director, Office of Management and Budget through June 30, 1977.

Pre-Meet SSP Seminars

The Office of the Spanish Speaking Program, US Civil Service Commission, is planning to sponsor pre-convention seminars, primarily for Spanish Speaking Program Coordinators, one day prior to the annual convention of IMAGE on May 26, 1976, at the Fairmont Hotel, Dallas, Texas. Members of the SSP office, headquarters coordinators, CSC Regional EEO staff, and selected coordinators from SSP Councils will assist in the one-day seminars.

The workshops will cover topics suggested by coordinators: the role of the coordinator; the emerging role of the council; and EEO and Labor-Management Relations. There will be a $15.00 fee to cover administrative costs. On May 27, the SSP office is planning to have a room available at the convention site for those coordinators who wish to discuss special concerns with SSP staff members.

SSP coordinators, EEO directors, EEO Specialists who wish to enroll in the seminar, please send Optional Form 37 to the Regional Training Center (SSP Seminar), US Civil Service Commission, 1100 Commerce Street, Dallas, Texas 75202.

EEO Media Search

The Civil Service Commission's EEO Training Institute is compiling a listing of audiovisual media resources in the area of equal employment opportunity and affirmative action. Your assistance in providing information about EEO media with which you are familiar will help assure that the completed media listing is as up-to-date as possible. Please clip and mail the form below if you are able to provide complete information about EEO media which is likely to be relevant and appropriate to EEO training. Mail the form to: EEO Training Institute, Personnel Management Training Center, US Civil Service Commission, 1900 E Street, NW, Washington, DC 20415, Attn: TOP.

EEO MEDIA RESOURCES FORM

Title _____

Running Time _____ Date of Production _____

Kind of Media

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Other _____

Name & Address of Media Producer or Publisher:

_____

_____ Phone _____

Rental Price of Media _____ Purchase Price _____

Your Name _____ Phone _____

(Federal Agency) _____

FPM 713–35

Revised guidelines for preparation of equal employment opportunity plans were recently issued by the Civil Service Commission in FPM Letter 713–35, dated April 9, 1976.

Major modifications set forth in the new issuance:

- place all agencies on a fiscal year planning cycle with plans effective on the first day of the fiscal year;
- place greater emphasis on the assessment process as the key to identifying problems and establishing objectives and action items;
- require agencies to focus on the solution of identified problems rather than clutter the plan with an assortment of program maintenance-type activities.

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Vol. 8 No. 3 March-April 1976

UNITED STATES
CIVIL SERVICE COMMISSION
Office of the
Assistant Executive Director
Washington, D.C. 20415

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